

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Transportation Supervising District Services Agent
Bureau of Highway Operations**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates of the Current Exam List
Location: District 2 Norwich (**Special Services (Permits) Section**)
Position No: 111135
Hours: 40 hours per week
Salary: Pay Grade 24 FSA - \$70,584.00 to \$101,772.00
Closing Date: August 4, 2015

The Bureau of Highway Operations, District 2 - Office of Maintenance currently has one (1) position opportunity available for **Transportation Supervising District Services Agent**. This opening is located in the **Special Services (Permits) Section** of the District 2 - Office of Maintenance in Norwich.

The results of this interview process will be utilized to fill the current position opportunity. Additionally, the results of this interview process may be used to fill future Transportation Supervising District Services Agent positions that become available at this location for a period not to exceed six (6) months from the closing date of this posting, or until the current Transportation Supervising District Services Agent examination list expires, whichever occurs first.

POSITION DUTIES: Scheduling, assigning, overseeing and reviewing the work of staff by determining what are priorities; conducts performance evaluations of staff; supervises and coordinates the issuance of encroachment permits for all work to be done within the highway right-of-way throughout a District; this includes, but is not limited to, permits issued to property owners, public utilities, municipalities and other State agencies; is responsible for the review of major traffic generators and the issuance of encroachment permits as required by the Connecticut General Statutes, as revised; monitors all phases of the District permit process to ensure compliance with Department policy and procedure and compliance with General Statutes, plans and specifications; makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; performs related duties as required;

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the principles and practices of highway engineering as applied to construction, reconstruction, maintenance and survey; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; oral and written communication skills; considerable ability to analyze engineering plans and specifications; ability to utilize computer software; supervisory ability.

ELIGIBILITY: Candidates must have passed the Trans. Supervising District Services Agent examination and be on the current examination list promulgated by the Department of Administrative Services as of the closing date of this posting. State employees currently holding the title of Transportation Supervising District Services Agent or those who have previously attained permanent status in the class may apply for lateral transfer.

NOTE: If you are interested in these positions, you must apply to this posting.

Even though you may be on a current Transportation Supervising District Services Agent examination list and/or may have applied to previous Transportation Supervising District Services Agent postings for this area or other areas of the Department, if you are interested in these position opportunities, you must apply to this posting or you will not be considered.

Employees who are interested and meet the above eligibility requirements must submit a completed Application for Examination or Employment (CT-HR-12) and last (2) Service Ratings to Ms. Dior Mulholland, Bureau of Highway Operations, District 2 - Office of Maintenance, 171 Salem Turnpike, Norwich, CT. 06360 **no later than August 4, 2015**. Interviews may be limited to those candidates whose experience and training most closely meet the requirements of these positions.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.